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Forms

This chapter outlines the various forms used by environmental health programs and how to obtain these forms, as well as, available educational materials.

Most environmental health programs consist of retail food safety and food processing inspections, onsite wastewater treatment system construction permitting, and sanitation and safety inspections of lodging establishments and childcare facilities.

Core public health contracts have been established between the Missouri Department of Health and Senior Services and local public health agencies (LPHA) to enable LPHA personnel to inspect under State laws and regulations. However, in some cases, a county or municipality will have enacted its own ordinances that govern the inspection and regulation of these facilities. If this is the case, the local public health agency must develop its own forms for documenting inspections and enforcement actions. A local public health agency may not use DHSS forms to enforce its own ordinances. Forms created by a LPHA may be similar to or based upon those used by DHSS, but must clearly identify the LPHA as the administrative authority.

Local public health agencies that regulate food, childcare, onsite sewage, and lodging as part of their contract with DHSS must use the forms provided by DHSS. All of these forms can be ordered from the DHSS warehouse. The warehouse website lists for each form available the catalog number, name of the document, quantity on hand, associated program, and any restrictions for ordering. The forms are listed in order alphabetically and numerically.

A list of forms available from the warehouse can be found online at:

<http://www.dhss.mo.gov/warehouse/e-forms.html>

To order forms from the warehouse, a DH-48 must be submitted to the warehouse. These order forms can also be found online at:

<http://dhssnet/Forms/DH48.doc>

Onsite Sewage Program

The Onsite Sewage Program has forms available on the program's website and on the DHSS intranet, as well as directly from the program. The forms are available in either a PDF or Word format.

The websites and phone number for ordering the forms are:

Program website: <http://www.dhss.mo.gov/Onsite/AppsForms.html>

DHSS intranet: <http://dhssnet/Forms/index.html>

Main Office Number: 573-751-6095

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Onsite Sewage Program Forms

[E3.01 Onsite Sewage System Construction Permit Application Fee](#)

[E3.10 Violation Notice](#)

[E3.05 Construction Permit Application](#)

[E3.05A Construction Permit/Final Inspection](#)

[E3.05B Construction Permit Application Instructions and Check Off List](#)

Retail Food Program

The food program has numerous forms to use and order. The following list provides those forms necessary to conduct routine food safety inspections, as well as, those needed to respond to product complaints and emergency incidents where food products may be compromised.

Food Program Forms

E6.37 Food Establishment Inspection Report

E6.37A Food Establishment Inspection Report (observation and comment page)

E1.24 Work Order

E6.37C Food Product Complaint Record

E1.17 Emergency Response Information

E19.0 Goods Embargoed

E6.07 Sanitation Observation

E6.11 & E6.11a Goods Released/Goods Condemned as Unfit for Human Consumption

E6.11b Goods Released

Environmental Childcare Program

The childcare program also has numerous forms that are necessary to perform sanitation and safety inspections. The following is a list of forms necessary to conduct annual sanitation and safety inspections.

Environmental Childcare Program Forms

BCC-34-1 Sanitation Inspection Report Family Child Care Home (page 1)

BCC-34-2 Sanitation Inspection Report Family Child Care Home (page 2)

BCC-35-1 Sanitation Inspection Report Licensed Centers, Group Homes and License-Exempt Facilities (page 1)

BCC-35-2 Sanitation Inspection Report Licensed Centers, Group Homes and License-Exempt Facilities (page 2)

BCC-35-3 Sanitation Inspection Report Licensed Centers, Group Homes and License-Exempt Facilities (page 3)

BCC-38-1 Bureau of Child Care/ Reimbursement Request for Child Care Sanitation Inspections (page 1)

BCC-38-2 Bureau of Child Care/ Reimbursement Request for Child Care Sanitation Inspections (page 2)

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Commercial Lodging Program

The lodging program has two forms necessary to conduct annual and follow-up inspections. Program approval to control supplies and maintain sufficient forms for statewide use is required to order these forms.

Commercial Lodging Program Forms

E9.02 Lodging Establishment Inspection Report

E9.02A Lodging Establishment Inspection Report (observation and comment page)

Laboratory Sampling Forms

As part of some inspections it may be necessary to collect laboratory samples of either food or water. Laboratory sample forms can be ordered online at:

<http://www.dhss.mo.gov/Lab/OrderForm.html>

Change Order Form DH-50

This form facilitates up-to-date records and is to be used for changes made to regulate facilities. Such changes include, but are not limited to, a change of ownership, address, number of sleeping rooms, a new business or closed business.

Educational Materials and Literature

In addition to the forms needed to conduct the day-to-day activities of the various environmental health programs, DHSS has numerous educational materials that can be beneficial, including pamphlets, stickers, posters and handouts. These materials can be ordered from the DHSS warehouse online at: <http://www.dhss.mo.gov/warehouse/e-literature.html>

Educational materials for the environmental childcare program are available through the District and Regional Offices.